



DELAWARE JUDICIARY FAMILY COURT OF THE STATE OF DELAWARE

Non-Merit Position
(This position is exempt from the State of Delaware Merit System
and the Judicial Personnel Rules)

Posting #FC05112020

DIRECTOR OF SPECIAL COURT PROGRAMS

Opening Date: May 11, 2020

Closing Date: June 5, 2020

Salary: \$63,404.00 to \$79,255.00 per year (Minimum to Midpoint) Pay Grade 20

Recruiting For: **Family Court**

Location: Leonard L. Williams Justice Center
500 N. King Street
Wilmington, DE 19947

Summary Statement:

This is an exempt position, appointed by and serving at the pleasure of the Chief Judge of the Family Court. The incumbent oversees the court's statewide special programs for children and families. This position is responsible for the court's alternative dispute resolution programs, and the court's juvenile justice and domestic violence initiatives.

Essential Functions:

- Directs the development of programs for children and families; ensures programs conform with all applicable federal and state regulations and the court's strategic plan.
- Develops and monitors programs that further promote the court's diversion services and initiatives.
- Oversees the implementation of grant programs and evaluates progress relative to long range goals and needs of the targeted population.
- Oversees the development of broad program goals and operates in conjunction with judges, commissioners and other officials and administrators in multi-program and multi-agency environments.

- Determines training and other resource needs for statewide program enhancements and provides training directly, or coordinates the development and presentation of workshops, conferences and other learning formats.
- Performs related work as required.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Resumes may not be substituted for the application. Failure to do so will result in disqualification. Failure in any one area will result in a rating of “not qualified.” Applicants must meet each of the following qualifications:

- Experience in administration in a court, human or social services, criminal justice, or public sector agency.
- Experience in the development, implementation and monitoring of new and/or revised service programs and delivery methods.
- Experience in interpreting and implementing policies and procedures in accordance with federal and state statutes, court rules, or agency rules, policies and procedures related to the jurisdiction of the court or agency.
- Experience in the management of broad based programs for children and families, and the supervision of individuals providing those services.
- Ability to communicate effectively both orally and in writing.
- Experience in developing solutions and providing recommendations, guidance and direction to management/officials in accomplishing organizational and operational goals and objectives and identifying and resolving issues.
- Bachelor’s degree required; advanced degree not required but beneficial.

Conditions of Employment:

- A satisfactory criminal background check is required as a condition of employment.
- Direct deposit of paychecks is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the website at <https://dhr.delaware.gov/benefits/>.

Submitting Your Application: Visit the website at <http://courts.delaware.gov/career/> and click on “apply” next to the job posting. Then complete the Judicial Branch Non-Merit Employment Application in either Microsoft® Word or PDF format. Applications should be submitted prior to the closing date stated on this announcement by one of the following methods:

- Send your completed application as an e-mail attachment with the words “Director of Special Court Programs” in the subject line to: FC_APPS@delaware.gov (**preferred method**); or
- Fax your application to: 302-255-2202 Attention: Human Resources; or
- Mail your application to :
 Family Court of Delaware
 Human Resources
 500 N. King Street, Suite 3500
 Wilmington, DE 19801

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will NOT be accepted unless accompanied by the application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

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